



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3

DISTRIBUTION: A, B, C, J, S

CJCSI 3411.01D

17 December 2013

## KEY PERSONNEL LOCATION REPORTS TO THE NATIONAL MILITARY COMMAND CENTER

### References:

- a. CJCS OPORD 3-05, 11 November 2005, "Continuity of Operations Plan for the Chairman of the Joint Chiefs of Staff."
- b. Executive Order 133394, 22 December 2005, "Providing an Order of Succession Within the Department of Defense"
- c. DODD 3020.6, 9 January 2009, "Department of Defense Continuity Programs"

1. Purpose. This instruction establishes procedures in accordance with reference a for informing the National Military Command Center (NMCC) of the location of designated key personnel.

2. Cancellation. CJCSI 3411.01C, 22 January 2010, is cancelled.

3. Applicability. This instruction applies to designated key personnel in the line of succession to the President, Secretary of Defense, Chairman of the Joint Chiefs of Staff, other key members of the Joint Chiefs of Staff and their alternates, and key personnel on the Joint Staff.

4. Policy. To implement reference a, the NMCC must be provided with location data on certain key personnel in the lines of succession to important positions. Additional key personnel on the Joint Staff are required to maintain location data in the NMCC to assist the Chairman of the Joint Chiefs of Staff.

### 5. Responsibilities

a. Applicable key personnel are responsible for implementing procedures to ensure the timely reporting of locator information to the NMCC Emergency Actions Element.

b. The NMCC Emergency Actions Element is charged with maintaining locator data, as provided by applicable key personnel or their representatives.

c. Key personnel are as follows:

- (1) Chairman of the Joint Chiefs of Staff.
- (2) Vice Chairman of the Joint Chiefs of Staff.
- (3) Assistant to the Chairman of the Joint Chiefs of Staff.
- (4) Director, Joint Staff.
- (5) Vice Director, Joint Staff.
- (6) Directors, Joint Staff Directorates.
  - (a) Manpower and Personnel (J-1).
  - (b) Intelligence (J-2).
  - (c) Operations (J-3).
  - (d) Logistics (J-4).
  - (e) Strategic Plans and Policy (J-5).
  - (f) Command, Control, Communications, and Computer Systems (J-6).
  - (g) Joint Force Development (J-7).
  - (h) Force Structure, Resources, and Assessment (J-8).
- (7) Vice Director, J-3.
- (8) Deputy Director for Operations.
  - (a) Deputy Director for Nuclear, Homeland Defense and Current Operations, J-33.
  - (b) Vice Deputy Director for Nuclear, Homeland Defense and Current Operations, J-33.

(c) Deputy Director for Regional Operations & Force Management,  
J-35.

(d) Vice Deputy Director for Regional Operations & Force  
Management, J-35.

(e) Deputy Director for Special Actions & Operations, J-38.

(f) Vice Deputy Director for Special Actions & Operations, J-38.

d. The key personnel listed above in subparagraph 5.c. are required to:

(1) Ensure the NMCC is continuously able to contact them in a  
timely manner.

(2) Immediately inform the NMCC of changes of assignment,  
quarters, and telephone numbers.

(3) Provide the NMCC with an itinerary when away from  
Washington, D.C. The itinerary will include location, departure and arrival  
times, and designated alternate during their absence.

e. The NMCC maintains continuous location data (e.g., normal duty  
location or trip itinerary) on the following officials as reported by the principals  
or their representatives:

(1) Office of the Secretary of Defense (OSD)

(a) Secretary of Defense.

(b) Deputy Secretary of Defense.

(2) U.S. Army

(a) Chief of Staff.

(b) Vice Chief of Staff.

(3) U.S. Navy

(a) Chief of Naval Operations.

(b) Vice Chief of Naval Operations.

(4) U.S. Air Force

- (a) Chief of Staff.
- (b) Vice Chief of Staff.
- (5) U.S. Marine Corps
  - (a) Commandant.
  - (b) Assistant Commandant.
- (6) U.S. Coast Guard (Contact via USCG National Command Center)
  - (a) Commandant.
  - (b) Vice Commandant.
- (7) Commander, U.S. Central Command.
- (8) Commander, U.S. European Command.
- (9) Commander, U.S. Pacific Command.
- (10) Commander, U.S. Southern Command.
- (11) Commander, U.S. Northern Command.
- (12) Commander, U.S. Special Operations Command.
- (13) Commander, U.S. Strategic Command.
- (14) Commander, U.S. Transportation Command.
- (15) Commander, United Nations Command/U.S. Forces Korea.
- (16) Commander, U.S. Africa Command.
- (17) Other military officers as directed by the Chairman, Vice Chairman, or Director, Joint Staff.

f. The NMCC maintains location data on the following key personnel, as reported by the principals, their representatives, or the White House locator. The NMCC will provide all data to Combatant Commands in accordance with reference c.

(1) President and Presidential Successors. The White House switchboard maintains continuous location data on the following individuals:

- (a) President.
- (b) Vice President.
- (c) Speaker of the House.
- (d) President Pro Tempore of the Senate.
- (e) Secretary of State.
- (f) Secretary of the Treasury.
- (g) Secretary of Defense.
- (h) Attorney General.
- (i) Secretary of the Interior.
- (j) Secretary of Agriculture.
- (k) Secretary of Commerce.
- (l) Secretary of Labor.
- (m) Secretary of Health and Human Services.
- (n) Secretary of Housing and Urban Development.
- (o) Secretary of Transportation.
- (p) Secretary of Energy.
- (q) Secretary of Education.
- (r) Secretary of Veterans Affairs.
- (s) Secretary of Homeland Security.

(2) Secretary of Defense Successors. Reference b specifies the order of succession within the Department of Defense. In accordance with reference c, OSD(DA&M) and the OSD Executive Support Center will maintain location data and will provide the information to the NMCC on the following legal successors to the Secretary of Defense:

- (a) Secretaries and Under Secretaries of the Military Departments

1. Secretary and Under Secretary of the Army.
2. Secretary and Under Secretary of the Navy.
3. Secretary and Under Secretary of the Air Force.

(b) Office of the Secretary of Defense

1. Deputy Secretary of Defense.
2. Under Secretary of Defense for Intelligence.
3. Under Secretary of Defense for Policy.
4. Under Secretary of Defense for Acquisition, Technology, and Logistics.

6. Summary of Changes. Significant changes include:

- a. Adds Commander, U.S. Africa Command.
- b. Removes Commander, U.S. Joint Forces Command.
- c. Renames J3 Deputy Directorates.

7. Releasability. This instruction is approved for public release; distribution is unlimited. DoD components (to include the Combatant Commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page—[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

8. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff

  
FREDRICK S. RUDESHEIM  
Major General, USA  
Vice Director, Joint Staff

DISTRIBUTION

Distribution A, B, C, and J plus the following:

	<u>Copies</u>
Secretary of Defense (DASD(DCCM)).....	2

(INTENTIONALLY BLANK)